Removing and Adding Printers to your PC

Removing unused printers from PC
1. Click on the Start button, type “Printers and scanners” and hit “enter.”
2. Left-click the printer that you want to remove, and then click “Remove Device.”

Adding new printers to your PC
1. Click on the Start button and hit “enter.”
2. Type:
   “\p-its-print07” for Franklin and Broadway single function printers
   “\p-its-print08” for Franklin and Broadway Multi-Function printers – copiers
   “\p-its-print03” for Kaiser, Sacramento, and UC Path Center- all printers
   “\p-its-print04” for All printers not part of the Xerox contract

Example:

4. Hit “Enter”

5. Double click on the printer that you would like to add to your computer.
   - The name of the printer starts with a letter representing your building (“F” for Franklin, “K” for Kaiser, “B” for Broadway) followed by the room number.
   - If you cannot identify the printer you need, try asking someone in your department.
   - If prompted to trust and install the driver, click install driver.
   - After double-clicking on the printer icon, it will be added to your computer. When done, a box will show up as show below. You can click the “x” and close the box.
3. Repeat the above process, to add as many UCOP printers as you need.

How to set your default Printer:

- Click the **Start** button, type “Printers and scanners,” highlight “printers & Scanners” and hit the “enter” key or return key.
- Left-click the printer that you want to make your default printer, click “Manage”, and then click “Set as default”